

EFFECTIVE

Upon Receipt.

SUBJECTS**1) Forms &
Publications
Added to RFF**

1. Forms & Publications Added to RFF
2. Updated Graphic Exhibits and/or Text Revisions

The following forms and publications are added to RFF:

- **DHS-245**, Michigan User ID Request Form ACS EPPIC EBT System (Rev. 7/06) - used to enroll or delete a user, or change a user's access, to the EPPIC EBT system.
- **DHS-246**, EPPIC EBT Program POS User ID Request Form (Rev. 6/06) - used to add a user to the EBT POS machine.
- **DHS-582**, Medicaid Case Reading (New 5/06) - used by the Medicaid error review team.
- **DHS Pub-322**, How to Use Your Michigan Bridge Card (New 5/06) - given to clients who receive food and/or cash benefits. This publication replaces EBT-3 which is now obsolete.

**2) Updated
Graphic Exhibits
and/or Text
Revisions**

Graphics were replaced and/or text was updated for the following:

- **DHS-38**, Verification of Employment (Rev. 11/05)
- **DHS-333**, Retroactive Period/Corrective Action Eligibility Notice (Rev. 5/06)
- **DHS-334**, Reimbursement Notice (Rev. 5/06)
- **DHS-798**, Michigan Cares for Today's Child (Rev. 3/06)
- **DHS-2032A**, Application for Provider ID Number for Child Care Centers and Homes Located on Federal Lands (Rev. 5/06)

- **DHS-2032B**, Application for Provider ID Number for Child Care Centers With Parents On Site and Available (Rev. 5/06)
- **DHS-2240**, Change Report Form (Rev. 6/06)
- **DHS-2351X**, Model Payment Provider Enrollment Request/Status Notice - Instructions were added regarding enrollment of new providers for CDC day care aides, relative care providers and unlicensed child care centers. The age limit for a day care aide was corrected from 16 to 18.
- **DHS-4358D**, Hearing Request for Overissuance and Recoupment Action (Rev. 5/06)
- **DHS Pub 836**, 4 Steps to Choosing Quality Child Care (Rev. 6/06)
- **DHS Pub-874**, ABCs Automated Billing for Child Care System, Step-By-Step Instructions for Telephone Billing - terminology updated from FIA to DHS. (Rev. 2/06)

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

**RFF 245
RFF 246
RFF 582
RFF PUB322**

Changed Items (content changes) ...

**RFF 38
RFF 333
RFF 334
RFF 798
RFF 874
RFF 2032A
RFF 2032B
RFF 2240
RFF 2351X
RFF 4358D
RFF EBT-1
RFF PUB836**

Deleted Items ...

RFF EBT-3